



UNITED STATES MARINE CORPS
TRAINING COMMAND (C47)
3300 RUSSELL ROAD
QUANTICO, VIRGINIA 22134

In Reply Refer to:
5510
C47
20 Jan 05

COMMANDING GENERAL'S POLICY LETTER 1-05

From: Commanding General, Training Command
To: Distribution List

Subj: REPORTING OF INCIDENTS

Ref: (a) MCO 5100.29A
(b) MCO 5102.1A
(c) MCO 3040.4E
(d) MCO 5740.2F w/ERRATUM
(e) TRNGCOMO 3040.1

Encl: (1) 8-Day ACMC Back Brief

Report Required: I. 8-Day ACMC Back Brief

Cancellation: Commander's Policy Letter 5-02

1. Situation. Contact procedures for the Commanding General, Training Command.

2. Mission.

a. Who: Commanding Officers, Commanders and Officers in Charge, Detachment Commanders and Marine Representatives of Training Command. This includes Executive Officers and/or individuals when <acting>, Sergeants Major or Senior Enlisted Marines.

b. What: All major incidents or accidents that result in serious injury or death, as well as any issue or event that would bring discredit to our Corps and favorable incidents that will be covered by the media.

c. When: After enough facts are available to provide an initial report. I trust you to use your best judgment and common sense either in determining what time to call during non-duty hours or when I cannot be contacted through my command element staff.

d. Where: Current location through telephonic and electronic modes of communication.

e. Why: To ensure I am kept informed.

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3. Execution.

a. Commander's Intent. The geographic spread of the schools and detachments provides a communication challenge. I ask that you keep me informed on major issues through regular updates. Please call me directly on major issues. Bad news never gets any better and as you all should know by now no commander ever likes to be surprised with bad news from sources outside his command. Email is a great way of passing timely or critical information. I expect to be notified by phone of all major incidents or accidents that result in serious injury or death as well as any issue or event that would bring discredit to our Corps.

References (a) through (e) contain instructions for reporting all types of casualties involving military personnel, family members, and civilian government employees. You are to be guided in your reporting responsibilities by these references and strict adherence to these orders is mandatory. If in doubt, contact my command element to clarify or determine the correct reporting procedures. Specifically, references (a) and (b) mandate that commanders will ensure all serious mishaps (Class A and B - As outlined in reference (b)) are briefed to the first general officer in the chain of command within 7 days following the mishap and will provide the circumstances surrounding the mishap and the steps taken to prevent recurrence. Enclosure (1) will be used as the format for providing me this brief. The report may be provided by telephone, or by email, but I fully expect the chain of command to remain informed, to ensure the greatest transparency possible throughout the lines of communication. It is my responsibility to brief the Assistant Commandant of the Marine Corps on or before the 8th day following a serious mishap on the issues stated above.

We all understand this preliminary report will not be totally complete pending the investigation and review requirements, however, this notification may allow for earlier identification of hazards to our Marines as well as keeping a focus on the mishap.

Likewise, I want to know when great things are accomplished as well. With regard to the media I ask that you get my approval before conducting interviews with the press.

Additionally, if an incident involves our enlisted Marines, I ask that you ensure the Sergeant Major is included in the information exchange. If it is important you contact me personally, then your Sergeant Major or Senior Enlisted Marine should contact the Sergeant Major of Training Command.

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b. Concept of Operations. My command element or the Marine Corps Command Center (MCCC) will always know where I am. I may be contacted through my office during normal duty hours (M-F, 0730-1700 hrs.). I am also equipped with a Government issued commercial cellular phone and a Blackberry. During non-duty hours for my command element staff, weekends and holiday, I may be contacted via the MCCC. Call the MCCC and inform them you need to be connected to Brigadier General Conant, Commanding General, Training Command.

c. Tasks. If an incident rates a Personnel Casualty Report (PCR) or a Serious Incident Report (SIR), please contact me at my office during normal working hours. The next day is fine, as long as you have contacted me prior to the official PCR/SIR hitting the message board. During weekends and holidays, please utilize the MCCC as a contact point. Likewise, for incidents that would bring discredit upon our Corps or favorable incidents involving Training Command, I would like to be informed prior to publication by the media or other activities/organizations.

d. Coordinating Instructions.

(1) Duty Hours: DSN 278-0019
COM (703) 784-0019
CELL (571) 437-2273
Email thomas.conant@usmc.mil
Message PLA CG TRNGCOM QUANTICO VA

(2) Off Duty Hours: Marine Corps Command Center
DSN 225-7366
COM (703) 695-7366
Toll Free (866) 476-2669

4. Administration and Logistics. For questions on safety reporting procedures, or for assistance with coordinating mishap responses, contact Training Command Safety Officer or Staff Secretary.

5. Command and Signal.

a. Key Personnel/Commander.

(1) Mr. Ray R. Woods, GM-15, Executive Assistant
DSN 278-0020
COM (703) 784-0020
Email ray.r.woods@usmc.mil

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(2) Col Gordon B. Habbestad, Head, Interservice Training Branch

DSN 278-3073
COM (703) 784-3073
Email gordon.habbestad@usmc.mil

(3) LtCol Richard C. Dunlap, Safety Officer/TECOM AC/S G-4

DSN 278-5801
COM (703) 784-5801
Email richard.dunlap@usmc.mil

(4) Maj Joseph Guadagno, Staff Secretary

DSN 278-0028
COM (703) 784-0028
Email joseph.guadagno@usmc.mil

(5) Capt Kevin P. Hodson, Aide de Camp

DSN 278-0010
COM (703) 784-0010
CELL (571) 437-2270
Email kevin.hodson@usmc.mil

b. Key Personnel/Sergeant Major.

(1) SgtMaj Frank J. Knox, Sergeant Major, Training Command

DSN 278-0016
COM (703) 784-0016
CELL (571) 437-2281
Email knoxfj@tecom.usmc.mil

6. Applicability. This policy letter is applicable to all commands and units of Training Command.


T. L. CONANT

Distribution: A

8-Day Back Brief

Summary: On Sunday DATE, SNM was driving POV from PLACE to Camp Pendleton, CA. CONDITIONS. CIRCUMSTANCES/LOCATION/TIME/WHAT HAPPENED. AUTHORITIES INVOLVMENT. SNM was pronounced deceased at the scene. OTHERS INVOLVED. SOURCE AND SAFETY FACTORS- alcohol and drugs were not involved in the accident, and SNM was wearing a seat belt.

SIB status: SAFEREP Class “A” Part “A” (Only) will be submitted within 30 days per MCO P5102.1A.

JAG status: An investigating officer has been assigned, and he is currently awaiting report from AUTHORITIES. Once completed, the investigation will be forwarded to the Division Safety Office and SJA for review.

Investigative agencies involved: AUTHORITIES POC INFO

Press interest: Minimal

Marine/Sailor personal info:

- Age:
- Rank:
- MOS:
- DIC/Motorcycle Training:
- Seat Belt/PPE use:
- Sobriety (DUI):
- Pre-Mishap Condition of Vehicle/PMV/motorcycle:
- Past history of incidents or violations:
- History of NJPs/Courts Martial:
- Previous traffic offenses:
- Enlistment waivers:
- Time in Service:
- Time of Day (of mishap):
- Recently returned from deployment and when:
- Lived on base, or off:

Additional info discovered since mishap:

Unit Commander’s Comments: SNM loss to UNIT is tragic and a stark reminder of doing all the right things and still losing a life. SNM was not at fault, was wearing a seatbelt and had planned for a safe drive back to Camp Pendleton. Unfortunately, CIRCUMSTANCES. All personnel in the command will miss SNM.

SNM spent last days CIRCUMSTANCES. A Battalion memorial service was held on Thursday DATE at the LOCATION. Funeral will take place in LOCATION/DATE/TIME. The unit has sent several Marines to the funeral. The CACO is POC INFO.

FAMILY ISSUES/ACTIONS OF COMMAND INTEREST are planning on traveling to BASE. Due to the family's history of service to the Armed Forces and to the nation it is recommended that Battalion and higher receive the family. POC for the family.

Lessons learned:

1. SNM was wearing a seatbelt, was sober and was driving the speed limit. Nevertheless, despite SNM'S best efforts, SNM was still a fatality.
2. This battalion has spoken with every Marine on the critical importance of driving defensively and using proper PPE on and off duty. We conducted an extensive mandatory safety briefing prior to the HOLIDAY LIBERTY PERIOD.
3. We will reinforce the particular dangers associated with winter driving.
4. This accident will be briefed to all members during our scheduled safety stand-down prior to the HOLIDAY season.